

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: STAFF	STANDARD NO. CSS-02-105
	SUBJECT: ANNUAL TRAINING	PAGE: 1 of 1
REFERENCES: None		DATE ADOPTED: 2-15-2019 DATE REVIEWED: 2-12-2019

STANDARD: Written policy, procedure and practice shall require the completion of annual training as outlined below.

Annual training:

- Forty (40) staff development hours by all full-time staff of the Community Supervision Agency. At least eight (8) hours of the forty (40) shall be related to management, leadership and/or supervisory skills for supervisors/directors
- Twenty (20) staff development hours by part-time staff of the Community Supervision Agency
- Eight (8) staff development hours for all support staff with any direct juvenile/client contact
- All staff carrying a caseload, this includes supervisors carrying a caseload and/or supervising staff who carry a caseload, shall have training annually on the following topics:
 - Mental Health
 - Trauma Informed Care
 - Family Engagement
 - Crisis Intervention/De-escalation Techniques
 - Corrections Fatigue/Stress Management
- All staff that have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms annually. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit

All completed training shall be documented in the employee's personnel file.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.